

**Report of Actions Taken by Baldwin Park Unified School District
to Address Stipulations
November 2016**

Overview of this Report

This item presents information on the report submitted by Baldwin Park Unified School District as required by COA action in June 2015. This item presents the steps that Baldwin Park Unified School District has taken to address the two stipulations from its February 2015 site visit.

Background to this Report

A site visit was held at Baldwin Park Unified School District on February 15-17, 2015 and the report of that visit presented to the Committee on Accreditation at their April 2015 meeting (*see the following link for the full [report](#)*) where the Committee determined that the institution be granted **Accreditation with Stipulations** with two stipulations placed on them. The institution is required to provide a seventh year report outlining steps taken to ameliorate the following stipulations:

- 1) Baldwin Park Unified School District is to submit evidence that relevant stakeholders, in particular the Steering Committee and higher education partners, meet on a regular basis to inform program improvement.

- 2) Baldwin Park Unified School District is to submit evidence that the program is receiving sufficient resources to allow for the sustainable operation of the Induction Program, in terms of coordination, clerical support and program development.

The institution submitted a report regarding these stipulations on October 23, 2016. Both staff and the team lead from the site visit have reviewed the report and present information regarding the report below.

Report Contents

The report contains both a narrative description of actions taken by the district to rectify the stipulations as well as supporting evidence to verify the actions taken. Appendix A contains the narrative portion of the report.

- *Stipulation 1: Baldwin Park Unified School District is to submit evidence that relevant stakeholders, in particular the Steering Committee and higher education partners, meet on a regular basis to inform program improvement.*

In regards to the Stipulation 1, the district has increased the role of the Steering Committee which is now meeting on a bi-monthly basis. Oversight of the teacher induction program has been moved to the student achievement department and the District School Leadership Team provides both oversight and personnel to the program. Discussion of both preliminary and induction programs' design and requirements for completion are included in their weekly meetings. An MOU has been established between the district and the University of San Diego to provide college credit for the

candidates' professional development work. In addition, the district is still working to find IHE partners to regularly attend their Steering Committee meetings.

- *Stipulation 2: Baldwin Park Unified School District is to submit evidence that the program is receiving sufficient resources to allow for the sustainable operation of the Induction Program, in terms of coordination, clerical support and program development.*

Baldwin Park Unified School District has ensured financial resources to the teacher induction program through Educator Effectiveness Grant funding and the general budget. A review of submitted budgets substantiates the allocation of additional funding for personnel to support the teacher induction program. Additional human resources have been provided through the Student Achievement Department via the hiring of a 50% FTE program director, curriculum specialists, and clerical help. A complete listing of personnel with responsibilities to the teacher induction program can be found in Appendix A, page 5, item g.

Staff Recommendation

Staff recommends that the Committee on Accreditation accept this report and discuss if sufficient evidence is presented to remove the remaining stipulations and to grant **Accreditation** status to the institution.

**Appendix A
Baldwin Park Unified School District
7th Year Report**

STIPULATION	DISTRICT RESPONSE AND EVIDENCE
<p>1. Baldwin Park Unified School District will submit evidence that relevant stakeholders, in particular the Steering Committee and IHE partners, meet on a regular basis to inform program improvement.</p>	<p>The Baldwin Park Unified School District (BPUSD) BTSA Induction Program addressed this stipulation in the following manner.</p> <p>a) The Steering Committee met quarterly for the past two years and is scheduled to meet bimonthly for the 2016-2017 school year.</p> <p>b) Steering Committee Members provided input and direction on several aspects of the program including accreditation report analysis, support provider selection process, and program design recommendations.</p> <p>c) Coordination of the BTSA Induction Program moved from the Human Resources Department to the Student Achievement Department. Due to being under the direct supervision of the Assistant Superintendent of Student Achievement, the program receives significant agenda time at Cabinet Meetings, ensuring effective communication regarding program vision, goals, action plan, and budget.</p> <p>d) Two members of the Steering Committee have served on the District School Leadership Team (DSLTL) for the past three years. The DSLTL is a committee composed of multiple stakeholders who develop the LCAP action plan and determine funding allocations. The Steering Committee Members report quarterly to the DSLTL regarding the BTSA Induction Program progress, goals, and needs. The DSLTL has given input regarding program design, staffing, and funding.</p> <p>e) The District established a partnership with the University of San Diego for participants to receive university credit.</p> <p>f) The District maintains partnerships with several Institutes of Higher Education (IHE) for placement of student teachers: Cal State LA, Cal Poly Pomona, University of La Verne, Azusa Pacific University, Loyola Marymount University, Claremont Graduate School, and USC. Through these partnerships, the District stays apprised of the undergraduate and preliminary credential program requirements and how they align with those of the BTSA Induction Program. The District gains insight on the latest developments affecting the IHEs and their potential impact on Induction.</p> <p>g) The Student Achievement Leadership Team (SALT) holds weekly meetings to support the daily operations of each director’s programs. The Director of Student Achievement overseeing BTSA Induction provides regular updates to the team soliciting advice and support for the BTSA Induction Program. Two members of SALT also hold part-time positions as professors in the Education Departments at Azusa Pacific University and University of La Verne. They provide essential insight to inform decisions regarding the BTSA Induction Program.</p>

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	<p>h) The BTSA Induction Steering Committee has two IHE faculty members, Cal Poly Pomona and Cal State Fullerton, on its roster. Although they received regular reminders of each Steering Committee Meeting, they were unable to attend several of them. For 2016-2017, the BTSA Induction Director will continue to reach out to each of the seven IHEs listed above, inviting them to be regular members of the BTSA Steering Committee this year.</p>
<p>2) Baldwin Park Unified School District will submit evidence that the program is receiving sufficient resources to allow for the sustainable operation of the Induction Program, in terms of coordination, clerical support and program development.</p>	<p>The Baldwin Park Unified School District (BPUSD) BTSA Induction Program addressed this stipulation in the following manner.</p> <p>a) The BTSA Induction Program has been funded consistently, at no cost to the participants. The program receives sufficient funding to hire support providers, provide release time for observations, conduct trainings, and purchase supplies.</p> <p>b) The BTSA Induction Program has been identified as a key action step tied to the District’s goals and objectives in the LCAP, thus ensuring appropriate funding.</p> <p>c) During the development of the Educators’ Effectiveness Grant, additional funding was allocated for the BTSA Induction Program so that a 50% dedicated staff member could be hired to run the general education program, revise the program according to the new standards, and develop a new program for Education Specialists to clear their credentials.</p> <p>d) In 2015-2016, the BTSA Induction Program was moved from the Human Resources Department to the Student Achievement Department. This change resulted in the program having the support and input of the District’s entire instructional team composed of two Assistant Superintendents, six Teachers on Special Assignment/Curriculum Specialists, one Senior Executive Assistant, one Secretary and one Clerk. One of the Curriculum Specialists was assigned to coordinate BTSA for 40% of his assignment and also serve as a Lead Support Provider. One of the Assistant Superintendent’s oversaw BTSA and her Senior Executive Assistant provided the clerical support.</p> <p>e) In 2016-2017, The Student Achievement Department gained additional staff. Two Directors were hired. One has been assigned to BTSA for 25% of her time and the other serves as a professional development provider to the program. The Student Achievement Department also hired another Secretary who has been assigned all the clerical tasks for BTSA Induction, approximately 50% of her role.</p> <p>f) Most recently, per the Educators’ Effectiveness Grant Plan, the District is in the process of hiring a BTSA Induction Coordinator (50%), an administrator whose sole responsibility will be BTSA Induction. The Coordinator will facilitate the General Education Program, transition the program to the new induction standards, and develop a new program for Education Specialists. The Coordinator position should be filled by December 2016.</p>

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	<p>g) For the 2016-2017 school year, the BPUSD BTSA Induction Program has the following staffing allocations:</p> <ul style="list-style-type: none"> · Student Achievement Director overseeing BTSA Induction (25%) · BTSA Induction Coordinator (50% position; pending posting; start date by 12/2016) · Curriculum Specialist assigned to BTSA Induction (40%) · Student Achievement Secretary assigned to BTSA Induction (50%) · Seven Additional Student Achievement Staff Members (as needed) · Assistant Superintendent supervising BTSA Induction (oversight)